

California Department of Veterans Affairs

“Honoring California’s Veterans”



Classification: **OFFICE TECHNICIAN (TYPING)**
Permanent/Full Time

Salary: **\$2686.00-\$3264.00 per month**

Location: Veterans Home of California-Barstow
100 E Veterans Parkway
Barstow, CA

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Applications will be screened and only the most qualified will be interviewed. **MUST POSSESS CURRENT TYPING CERTIFICATE INDICATING 40wpm. SROA PROVISIONS APPLY.**

Duties and Responsibilities: Under general direction, performs a variety of office duties, composes and types correspondence. Responds in person and on the phone regarding personnel forms. Develops and maintains database to produce statistical and various reports and tracking systems on sensitive personnel documents. Distributes incoming mail and process outgoing mail; file; type; order and maintain supplies. Acts as the California Leave Accounting System (CLAS) liaison between the employee and the Personnel Specialist. Attends meetings, training and other duties as required.

Desirable Qualifications:

- Ability to work independently.
- Dependable, reliable and able to get along well with others, ability to work independently and be well organized.
- Possess good communication skills, orally and written, and familiar with personal computer.
- Must have excellent interpersonal skills and professional telephone etiquette.
- Maintain confidentiality of employee records and personnel issues.
- Strong commitment to customer service.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Veterans Home of California- Barstow
100 East Veterans Parkway
Barstow, CA 92311
Attn: Human Resources

Inquiries:

Voice: (760) 252-6282
TDD: (760) 252-6234

NOTE: In line #12 of the State Application, You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. "PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS". IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASED: 10/17/08